

## **CARLSBAD REDEVELOPMENT AGENCY ADMINISTRATIVE PERMIT APPLICATION**

This application is to be used for processing the following projects within the Village Redevelopment Area:

1. New Construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is equal to or less than \$60,000; and/or
2. Interior or Exterior Improvements to existing structures which result in an intensity of use; and/or
3. Provisional Land Uses, where a minor or major redevelopment permit is not required; and/or
4. Changes in permitted land uses which result in site changes, increased ADT, increased parking requirements, or result in compatibility issues/problems; and/or
5. Signs for existing businesses or facilities; and/or
6. Repair or Maintenance Activities which are not exempt from obtaining a permit.

The following represents the procedures which have been set forth for processing these administrative permit applications:

1. Applicant meets with Redevelopment Staff for conceptual review.
2. Applicant submits permit application and appropriate exhibits to Community Development Department with payment of applicable fees.
3. Application is reviewed for completeness and identification of issues by the Housing and Redevelopment Department and other appropriate department staff.
4. If application is deemed complete, processing begins. Application is then reviewed by all appropriate departments and comments are provided to the Housing and Redevelopment Department. If not complete, application is returned to applicant for resubmission at a later date.
5. CEQA Review is performed by Planning Department (once application is complete). A 30 day environmental review and comment period will be provided for all non-exempt projects.
6. Based upon comments from reviewing departments, a preliminary decision is made by the Housing and Redevelopment Director to approve, approve with conditions or deny the requested project permit.
7. Appropriate persons are notified of pending decision and invited to provide comments on the decision, either verbally or in writing to the Housing and Redevelopment Director during a 10 day public review period. If the project is located within the appealable area of the Coastal Zone, an administrative public hearing will be held and properly noticed prior to the rendering of a final decision.
8. If project is denied, applicant may appeal to the Design Review Board within ten (10) calendar days of the decision. No further notice to interested persons is provided unless project is appealed by applicant.
9. If project is approved by the Housing and Redevelopment Director, appropriate persons will be notified of the final decision and given ten (10) calendar days to appeal the decision to the Design Review Board. Following expiration of the ten (10) day appeal period and if no appeal is filed, applicant applies for other appropriate permits and licenses. If the project is located within the appealable area of the Coastal Zone, an additional ten (10) day appeal period is provided to interested persons by the California Coastal Commission.
10. Once all applicable appeal periods have expired and no appeals have been filed, or the appeals have been resolved, the applicant may apply for other permits or licenses.

**CARLSBAD REDEVELOPMENT AGENCY  
PERMIT APPLICATION**

**PLEASE CHECK ALL THAT APPLY:**

☐

**ADMINISTRATIVE PERMIT**

☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is equal to or less than \$60,000.

☐

Interior or exterior improvements to existing structures which result in an intensity of use.

☐

Provisional land uses, where a minor or major redevelopment permit is not required.

☐

Changes in permitted land uses which result in site changes, increased ADT, increased parking requirements, or result in compatibility issues/problems.

☐

Signs for existing businesses or facilities.

☐

Repair or maintenance activities which are not exempt from obtaining a permit.

☐

**COASTAL DEVELOPMENT PERMIT**

☐

**MAJOR REDEVELOPMENT PERMIT**

☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is greater than \$150,000.

☐

Variances for projects within this category.

☐

**MINOR REDEVELOPMENT PERMIT**

☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is greater than \$60,000 but less than \$150,000.

☐

Variances for projects within this category.

☐

Variances for projects which would otherwise be exempt or be eligible for an administrative permit.

☐

**MISCELLANEOUS REDEVELOPMENT PERMIT**

☐

A-Frame Sign

☐

Sign Permit

☐

Sign Program

☐

Sidewalk Tables/Chairs

☐

Outdoor Displays

☐

Other \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

Brief description of project: \_\_\_\_\_

Property Location:

APN(s): \_\_\_\_\_ Street Address \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**THE AREA BELOW IS TO BE COMPLETED BY CITY STAFF**

**FEES FOR APPLICATION PROCESSING:**

(List type of fee and amount)

\$410.00 Administrative Redevelopment Permit,  
Plus Postage

**RECEIPT OF APPLICATION**

Date Application Received \_\_\_\_\_

Application Received by \_\_\_\_\_

Permit Number Assigned \_\_\_\_\_

**CARLSBAD REDEVELOPMENT AGENCY  
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT**

1. APPLICATION APPLIED FOR: (CHECK BOXES)

- ☐ New Construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is equal to or less than \$60,000.
- ☐ Interior or Exterior Improvements to existing structures which result in an intensity of use.
- ☐ Provisional Land Uses, where a minor or major redevelopment permit is not required.
- ☐ Changes in permitted land uses which result in site changes, increased ADT, increased parking requirements, or result in compatibility issues/problems.
- ☐ Signs for existing businesses or facilities.
- ☐ Repair or Maintenance Activities which are not exempt from obtaining a permit.

2. LOCATION OF PROJECT

Address: \_\_\_\_\_

Bordering Streets:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

Assessor Parcel No.: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Within Coastal Zone:

☐ Yes ☐ No

Within Appealable Area of Coastal Zone:

☐ Yes ☐ No

Land Use District within Village:

<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3
<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6
<input type="checkbox"/>	7	<input type="checkbox"/>	8	<input type="checkbox"/>	9

**CARLSBAD REDEVELOPMENT AGENCY  
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT**

**3. DESCRIPTION OF PROJECT**

Project Name: \_\_\_\_\_

Please provide a complete description of the project proposed for approval under this application. Provide any details necessary to adequately explain the scope and/or operation of the proposed project. You may attach additional pages to this application if necessary to explain the project:

**4. AUTHORIZATION TO INSPECT PROPERTY**

In the process of reviewing this application it may be necessary for members of City Staff, Design Review Board Members, or City Council members to inspect and enter the property that is the subject of this application. I/we consent to entry onto the subject property for this purpose.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Applicant ☐ or Owner ☐

**CARLSBAD REDEVELOPMENT AGENCY  
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT**

**5. PROPERTY OWNER INFORMATION/CERTIFICATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone No.: \_\_\_\_\_

List the Names and Addresses of all persons having an ownership interest in the property involved:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If any person identified above is a corporation or partnership, list the names and addresses of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If any person identified above is a non-profit organization or a trust, list the names and addresses of any person serving as an officer or director of the non-profit organization or as trustee or beneficiary of the trust:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you had more than \$250 worth of business transacted with any member of City Staff, Boards, Commissions, Committees, and/or Council within the past twelve (12) months? ☐ Yes ☐ No

If yes, please indicate person(s): \_\_\_\_\_

\_\_\_\_\_

***Certification Statement:***

I Certify that I am the Legal Owner of the subject property for this application and that all of the above information is true and correct to the best of my knowledge. This application is submitted with my consent and I agree to accept and abide by any conditions placed on the subject property, including use of buildings, as a result of approval of this application.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**CARLSBAD REDEVELOPMENT AGENCY  
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT**

**6. APPLICANT INFORMATION/CERTIFICATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone No.: \_\_\_\_\_

List the Names and Addresses of all persons having a financial interest in the application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If any person identified above is a corporation or partnership, list the names and addresses of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership:

\_\_\_\_\_

-

\_\_\_\_\_

\_\_\_\_\_

If any person identified above is a non-profit organization or a trust, list the names and addresses of any person serving as an officer or director of the non-profit organization or as trustee or beneficiary of the trust:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you had more than \$250 worth of business transacted with any member of City Staff, Boards, Commissions, Committees, and/or Council within the past twelve (12) months? ☐ Yes ☐ No

If yes, please indicate person(s): \_\_\_\_\_

\_\_\_\_\_

*Certification Statement:*

I Certify that I am the Legal Owner's representative and that all of the above information is true and correct to the best of my knowledge. I have been authorized by the legal owner of the subject property to submit this application and I agree to accept and abide by any conditions placed on the subject property, including use of buildings, as a result of approval of this application.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**CARLSBAD REDEVELOPMENT AGENCY  
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT**

The remainder of this application shall be completed by City Staff:

**7. RECEIPT OF APPLICATION**

Date Application Received: \_\_\_\_\_

Application Received by: \_\_\_\_\_

Permit No. Assigned: \_\_\_\_\_

**8. FEES FOR APPLICATION PROCESSING**

The following fees shall apply to this application; list type of fee and amount:

\$410.00 - Administrative Redevelopment Permit

Total Fee(s) required for this application: \_\_\_\_\_

Date Fee(s) collected by City Staff: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

**9. ACTION ON THE APPLICATION**

The following action has been taken by the Housing and Redevelopment Director on this application:

- ☐ Approved subject to conformance with plans submitted as part of application, dated \_\_\_\_\_.  
☐ Approved, with conditions. See conditions noted below.  
☐ Denied. Reason \_\_\_\_\_

\_\_\_\_\_

Housing and Redevelopment Director Signature: \_\_\_\_\_

CD Director Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**10. CONDITIONS OF APPROVAL (IF APPLICABLE)**

**CARLSBAD REDEVELOPMENT AGENCY  
ADMINISTRATIVE PERMIT APPLICATION**

The following supplemental information must accompany the completed application, according to project type.

**1. ALL PROJECTS, EXCLUDING SIGNS:**

- ☒ A completed Environmental Impact Assessment Form - Part I.
- ☒ The following items must be provided once it has been determined that the application is complete: Radius Map, Two separate sets of the Property Owners List and Labels. The property owner list must be typed and contain the names and addresses of all property owners within a 300 feet radius of the subject property (including the applicant and/or owner). The list shall include the San Diego County Assessor's parcel number from the latest assessment rolls. Except for single family residences, the apartment or suite number must be included on the address mailing labels for property owners within 300 feet radius of subject property; the parcel number should not be typed on the address labels. The radius map must be provided with a scale not less than 1" = 200' showing each lot within 300 feet of the exterior boundaries of the subject property.

**2. NEW CONSTRUCTION OF BUILDING(S) or ADDITION(S) TO THE BUILDING FOOTPRINT; INTERIOR/EXTERIOR IMPROVEMENTS; PROVISIONAL LAND USES; CHANGES IN LAND USE:**

- ☒ Four (4) copies of a site plan prepared on a 24" x 36" sheet(s) folded to 8½" x 11". The site plan shall include the following information:
  - Name and address of applicant, engineer and/or architect, etc.
  - Location, size and use of all easements on the property.
  - Location and dimension of vehicular access and all off-street parking.
  - Lot dimensions and location (building footprint) of new building or addition as well as any other buildings on the site.
  - Distance between buildings and/or structures.
  - Building Set-Backs (front, rear and sides).
  - Location, height, and materials of walls and fences.
  - Location of water and sewer lines.
  - A summary table which includes the following information: lot area (total acres or square feet); existing land use district; total building coverage; building square footage; number of parking spaces.
  - North arrow and scale.
  - Location and width of adjacent street(s).
  - Name of sewer, water and school districts providing service to the site.
  - Existing and proposed topographic contour lines.
  - Existing landscaping and proposed landscaping; please indicate landscaping to be removed, if any.
- ☒ Four (4) copies of building elevations and floor plans for all buildings on the site, identify new building or addition, prepared on 24" x 36" sheets folded to 8½" x 11" size.
- ☒ One (1) copy of 8½" x 11" location map (suggested scale 200" - vicinity maps on the site plan are not acceptable).
- ☒ Three (3) copies of the Preliminary Title Report (current within the last six (6) months).



### 3. **SIGNS:**

- ☒ Three (3) copies of site plan and sign elevations which include the following information:
- North arrow and scale.
  - Location of existing buildings or structures, parking areas, and vehicular access points to the property.
  - Location of all existing and proposed signs for the property.
  - Distance to the property line(s) for all proposed freestanding signs.
  - Provide an elevation for all proposed signs which specifies the following: a) dimensions and area for all existing and proposed signs; b) materials the sign(s) will be constructed of; and, c) proposed sign copy.
  - A summary table which includes: a) total building street frontage; b) total signage allowance based on Village Master Plan and Design Manual; c) the amount of all existing signage and type; d) the amount of signage to be removed and type; e) the amount of new signage proposed and type; and f) notes on existing sign permits and sign programs for building or site.